
Supplemental Educational Services Provider Monitoring Report: **LEARNING EXCHANGE**

March 2006



Wisconsin Department of Public Instruction

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Overview

The Department of Public Instruction (DPI) has oversight and monitoring responsibilities to review compliance within the federal requirements of approved supplemental educational services (SES) providers under the No Child Left Behind (NCLB) Act of 2001.

The Monitoring Process

The compliance monitoring process will be conducted each year in selected providers. All monitoring visits will include both a document review and on-site observations of the providers' tutors' instruction of students. Teams of DPI staff will conduct the monitoring. District representatives will also be invited to attend the monitoring visits. Providers to be monitored are selected with consideration given to the number of students a provider has served, provider type (i.e. for profit, non-profit, on-line, etc.), and results of satisfaction surveys or other feedback. Providers will receive notification at least four weeks in advance of the monitoring visit. In addition to logistical information, the notification will include what documentation will be necessary for the review.

The monitoring visits will cover federal requirements of SES providers. The visits are to verify compliance with items included within the application narrative and assurances. The monitoring visits will focus on:

- 1) Parent Communication
- 2) Communication and Consistency with Schools
- 3) Compliance with Health, Safety, and Civil Rights Laws and Regulations
- 4) Curriculum Content
- 5) District Agreements

Report/Results

Preliminary findings from the monitoring visit will be presented to providers at the end of the visit. A formal written report will be sent to the provider within four weeks after the visit. The formal report will include strengths, recommendations, findings, and any necessary corrective actions. Abridged results of the monitoring visit will be published on the DPI website, in compliance with federal regulations.

DPI Staff Contacts for SES

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Monitoring Visit Details & Initial Feedback

PROVIDER NAME: Learning Exchange
DATE OF REVIEW: Thursday, March 30, 2006
DPI REVIEWERS: Mary Kleusch, Assistant Director, Office of Educational Accountability; Shelly Greller, Education Consultant; and Jennifer Teasdale, Grants Specialist
DISTRICT REPRESENTATIVES: Laverne Lund, SES Coordinator; Mary Ellen Ruzga, CLC Coordinator; and Sandra Schroeder.
PROVIDER REPRESENTATIVE: Ellen Sternig-Larkin, and Tim Larkin, Co-owners
INITIAL FEEDBACK ON DOCUMENT REVIEW: The provider was able to provide ample documentation, as well as clearly articulate policies and procedures in all of the required areas during the monitoring visit. One finding requiring follow-up corrective action is detailed under indicator four Curriculum Content. Additionally, program recommendations are highlighted under each indicator. The provider is highly encouraged to utilize the recommendations in order to improve current practices and ensure a quality experience for the staff and students.

Provider Monitoring

1. Parent Communication

SES providers must give parents of children receiving supplemental educational services and the child's school district, information on the progress of the student in increasing achievement, in a format that is understandable and uniform in a language that parents can understand. [34CFR200.47(b)(2)(i)]

Must provide the following evidence:

- ☒ Copies of progress reports (To include benchmark data consistent with individualized academic plan)
- ☒ Policies and procedures that describe the frequency and content of communication with parents.

Other possible evidence:

- ☒ Copies of letters or e-mails sent to parents
- ☒ Achievement records shared with parents

Status of Requirement 1:	<input checked="" type="checkbox"/> Acceptable	<input type="checkbox"/> Incomplete
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No Findings or Corrective Action reported for this area of monitoring.

Provider Monitoring

2. Communication and Consistency with School District and the State Education Agency

SES providers must ensure that instruction provided and content used by the provider are consistent with the instruction provided and content used by the school district and state and are aligned with the State student academic achievement standards. [34CFR200.47(b)(2)(ii)(A) and (B)]

Must provide the following evidence:

- ☒ Copies of instructional materials used and their alignment with State standards and the district curriculum
- ☒ Progress reports provided to teachers

Other possible evidence:

- ☐ Evidence of correspondence with the district to learn about the district curriculum
- ☐ Records of meetings with the district to learn about the district curriculum
- ☐ Notes of contact made with teachers regarding student's achievement

Status of Requirement 2:	<input checked="" type="checkbox"/> Acceptable	<input type="checkbox"/> Incomplete
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No Findings or Corrective Action reported for this area of monitoring.

Provider Monitoring

3. Compliance with Health, Safety, and Civil Rights Laws and Regulations

SES providers must meet all applicable federal, state and local health, safety and civil rights laws. [34CFR200.47(b)(2)(iii)]

Must provide the following evidence:

- ☒ Background checks completed on tutors per the current SES application assurance in which applicants must “comply with a DOJ criminal background check for all individuals who provide instruction.”
- ☒ Written emergency procedures that comply with Wis Stats 118.07(2)(a) requiring safety drills, including proper methods of departure from the building as if in case of fire.

Other possible evidence:

- ☒ Copies of provider’s discipline procedures
- ☐ Policies and procedures for protecting student privacy
- ☒ Other applicable written policies and procedures to ensure the health, safety and civil rights of students served
- ☒ Students display appropriate classroom behaviors (On-Site Observation)
- ☒ Tutor provides appropriate feedback to students: verbal praise for good behaviors, consistency in correcting behaviors that adversely effect the learning environment (On-Site Observation)

Please note: The DPI will be updating this indicator to define all applicable federal, state and local health, safety and civil rights laws. These laws will be included as part of the monitoring process during the 2006-07 school year. Information regarding the applicable laws will be shared with all SES providers as it becomes available. All providers must comply with all applicable health, safety and civil rights laws as defined by DPI by the start of the 2006-07 school year.

Status of Requirement 3:	<input checked="" type="checkbox"/> Acceptable	<input type="checkbox"/> Incomplete
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No Findings or Corrective Action reported for this area of monitoring.

Provider Monitoring

4. Curriculum Content

SES providers must ensure that instruction and content provided are secular, neutral, non-ideological [34CFR200.47(b)(2)(ii)(C)], and research-based [34CFR200.45(a)(3)].

Must have the following evidence of secular and non-ideological instruction:

- ☒ Copies of curriculum materials
- ☒ Documentation the curriculum and instruction is of high quality and research-based
- ☐ Policies that prohibit the use of non-secular or ideological materials
- ☒ Curriculum consistent with proposed curriculum in the provider's application (On-Site Observation)

Must have the following evidence of research-based instruction:

- ☒ A description of the research supporting instructional strategies
- ☐ Ability of tutor to articulate an understanding of the curriculum (On-Site Observation)
- ☒ Curriculum consistent with proposed curriculum in the provider's application (On-Site Observation)
- ☒ Student : tutor ratio is consistent with information provided on the provider's application (On-Site Observation)

Other possible evidence:

- ☐ Class time includes combinations of direct instruction: lecture/ explanation of concepts; guided instruction: tutor-directed practice of concepts; and independent practice for students: time for students to practice concepts on their own (On-Site Observation)
- ☒ Copies of lesson plans to ensure both secular and research-based instruction is taking place (On-Site Observation)
- ☐ Ability of tutor to articulate the learning goals for each student (On-Site Observation)
- ☒ Feedback to students, including written feedback on papers (On-Site Observation)
- ☒ Opportunities for students to ask questions (On-Site Observation)
- ☒ Tutors' appropriate verbal feedback to reinforce learning (On-Site Observation)
- ☒ Students' engagement in the presented learning opportunities (On-Site Observation)

Requirement 4 – Curriculum Content continued

Status of Requirement 4:

☐ Acceptable

☒ Incomplete

FINDING:

The provider does not have a written policy prohibiting the use of non-secular or ideological materials by tutors.

CORRECTIVE ACTION:

The provider must submit to the DPI a copy of a policy for tutors which prohibits the use of non-secular or ideological curricular materials.

Corrective Action Requirements Completed

Provider Monitoring

5. District Agreements

The SES provider shall enter into an agreement with the school district to provide supplemental educational services to students [34CFR200.46(b)].

Must have the following evidence:

- ☒ Copies of current district/provider agreements
- ☒ Documentation that the provider is in good standing with the school district and is meeting all provisions of the district/provider agreement

Other possible evidence:

- ☐ Examples of achievement goals for students, services to be provided, and a timetable for improving achievement
- ☐ Notes resulting from consultation with the parents and teachers of students to be served
- ☐ Policies and procedures for staff outlining the process of assessing student academic needs and the development of individualized achievement plans
- ☒ Records of services provided including number of students served, attendance records, student-staff ratios, etc.

Status of Requirement 5:	<input checked="" type="checkbox"/> Acceptable	<input type="checkbox"/> Incomplete
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No Findings or Corrective Action reported for this area of monitoring.

Full copies of this report, including exemplary practices and recommendations are available. Please contact the Department of Public Instruction to request a copy of the full report.